

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE MANUAL 24-307  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
15 SEPTEMBER 2000**

**Transportation**

**PROCEDURES FOR VEHICLE  
MAINTENANCE MANAGEMENT**

**"HOLDOVER"**

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

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**AFMAN 24-307, 1 February 2000, is supplemented as follows:**

**NOTES:**

1. This publication does not apply to Air National Guard (ANG) or US Air Force Reserve (USAFR) units or members. It applies to all AETC organizations maintaining Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this supplement. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AETC/LGTV, 555 E Street East, Randolph AFB TX 78150-4440. **Contracted vehicle maintenance operations:** Compliance with the performance work statement (PWS) takes precedence over this publication. However, corrections (modifications) to the PWS should be made at the earliest opportunity or during contract renewals. Items not specifically addressed in the contract PWS will be according to AFMAN 24-307, this supplement, and other applicable Air Force publications.
2. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

- 1.3. Subordinate wing and base level units will not publish supplements to this supplement without prior written approval of HQ AETC/LGTV.

1.6.3. Vehicle operators will remove all tires requiring repair and turn them in for maintenance with the exception of those tires identified as requiring maintenance on vehicles with open work orders. Vehicle maintenance will provide technical assistance and equipment upon request to change large tires.

1.11.1. Once disposal instructions are received, a vehicle may be retained for up to 120 days for parts reclamation or training purposes. The Registered Equipment Management System (REMS) monitor will place the vehicle in status code E, ASC code 000 (excess), and establish a 120-day suspense. Update the vehicle's limited technical inspection (LTI) as parts are removed. Do not retain more than two like vehicles for reclamation.

1.12. Develop maintenance operating instructions (MOI) to cover unit-unique operations. Maintain a master file of the MOIs in a central location of the vehicle maintenance flight so that it is readily available to all personnel. Additionally, develop MOIs:

1.12.1. To establish procedures for operating Refueling Maintenance shops. MOIs should include procedures on confined space entrance, purging of tanks, grounding of vehicles, and when fuel tanks must be drained before entering pumping systems.

1.12.2. For seasonal rebuild programs to include start and completion dates. Dates will be consistent with the using organization's mission and will be coordinated in writing.

1.12.3. To detail where and how road tests are performed, respiratory protection, safety, hazardous waste management, and pollution prevention procedures.

1.13.3. (Added) Nuclear-certified vehicles identified in T.O. 00-110N-16, *USAF Nuclear Certified Equipment and Software*, whether or not they are used with nuclear weapons, must be identified in OLVIMS according to AFCSM 24-1, *On-Line Vehicle Interactive Management System (OLVIMS): 0009/VQ*. Maintain and operate nuclear-certified vehicles and support equipment according to applicable technical order standards. Nuclear-certified vehicles require no additional maintenance or inspections above what is stated in T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, which lists serviceability standards and inspection requirements for all Air Force motor vehicles and equipment. Adding special equipment (such as MS Standard pintle hooks [according to T.O. 36-1-121, *Standardization of Lunettes and Pintles (Tow Attachments)*], fire extinguishers, camper tops) or commercial optional parts (such as liftgates) to nuclear-certified vehicles is authorized and controlled locally by Vehicle Operations and Maintenance. Modifications to nuclear-certified vehicles are limited to the guidance listed in AFI 24-302, *Vehicle Maintenance Management*, and AFMAN 24-307 for Air Force-controlled vehicles. Vehicle managers will ensure the wing safety office includes WR-ALC/LEG on all Dull Sword submissions to enable WR-ALC to better serve our vehicle community. Additional information on nuclear reporting and safety deficiency reporting can be found in AFI 91-204, *Safety Investigations and Reports*.

1.14. Use of an appointment system for scheduled inspections is encouraged.

1.14.1. At least annually, the vehicle maintenance manager (VMM) or vehicle maintenance superintendent (VMS) will review the fleet scheduled inspection program with the noncommissioned officer in charge (NCOIC) of maintenance control and analysis to ensure a smooth flow of workload throughout the year.

1.14.3. (Added) When a vehicle is awaiting disposition instructions from HQ AETC/LGTV, delete the scheduled maintenance "next due" data from the OLVIMS and change the organization code to "00" (Zero Oscar).

1.14.4. (Added) VMMs have the option to cease performing scheduled inspections based on the 6-month interval criteria in T.O. 36-1-191. All other scheduled inspection intervals will remain in-place as described in table 3-1 of T.O. 36-1-191, Chapter 3. Does not apply to all trailers.

1.14.5. (Added) Implementing an oil analysis program is optional. Vehicle maintenance flights must obtain written approval from HQ AETC/LGTV before initiating an oil analysis program.

1.16.2. Vehicle maintenance flights maintaining seasonal equipment (deicers, snow and grass equipment, etc.) are waived from including waiting shop time and vehicle deadlined for parts (VDP) time during seasonal rebuild in total vehicle in-commission (VIC) rates and are authorized to capture only actual repair time in OLVIMS.

1.19. The VMM or contractor equivalent will take an active role in ensuring that vehicles being repaired and processed for redistribution are shipped as outlined in T.O. 36-1-191. The VMM or VMS will validate that the shipping vehicle is in serviceable condition by conducting a final inspection and signing the final shipping LTI. This responsibility may be delegated to the most senior-ranking shop supervisor during the absence of the VMM or VMS. This delegation must be in writing and filed for future reference. When validated by HQ AETC/LGTV, all shipping units, including contracted vehicle maintenance units, are obligated to reimburse receiving units for unserviceable conditions and damage not caused by shipping. For contracted vehicle maintenance units, the functional area chief, quality assurance evaluator, or delegated government representative will inspect the vehicle and review the finalized shipping package (LTI and shipping approval documents) prior to shipping.

1.22. Before starting any modifications to Air Force vehicles, the VMM or VMS will obtain approval from HQ AETC/LGTV.

1.22.2. Adjust any vehicle equivalents for additional equipment and document them on the original approved memorandum.

1.24. Use of the Deficiency Report and Mail System (DREAMS) is mandatory. To improve communication throughout the command concerning vehicle problems, include HQ AETC/LGTV and all AETC vehicle maintenance flights (to include contracted units) on all final reports.

1.27. The VMM will ensure a process is in place to maintain the currency of data provided by the Mitchell on Demand digital technical data system or equivalent when used to support vehicle maintenance.

1.28. To ensure local procedures are fully supported by all commanders, publish them in a base instruction. When practical, report suspected vehicle abuse and accident cases to the wing commander for review. Consider disapproving requests for temporary replacements for vehicles turned in for vehicle abuse repairs.

1.28.1. (Added) Establish procedures to ensure HQ AETC/LGTV is notified of any government-owned or government-operated vehicle involved in an accident or incident under the following conditions:

1.28.1.1. Aircraft involvement.

1.28.1.2. Extraordinary circumstances, such as a fire or an overturned vehicle.

1.28.1.3. A flight line vehicle used in direct support of an aircraft.

1.28.1.4. An accident that results in hospitalization or loss of life.

1.28.1.5. Repair costs estimated to exceed the vehicle's one-time repair limit.

1.28.2. (Added) When accidents occur during nonduty hours, report required information the next duty day. Follow up telephone reporting by message, memorandum, or e-mail. Information must include date, time, and location of accident; type of vehicles involved; estimated cost of accident damages; and any additional information necessary (such as injury, death, property damages, aircraft damages, etc.).

1.29.1.2. When economically feasible, R-134a is the refrigerant of choice for vehicle refrigerant conversions. However, any (EPA)-approved alternative refrigerant is authorized for use. Allocations of R-12 refrigerant for motor vehicle air conditioners (MVAC) authorized purchases within the command are not valid without senior acquisition official (SAO) approval. HQ AETC/LGTV and LG-EM are the initial points of contact for all class 1 ozone depleting substance (ODS) SAO approvals. Upon approval, the product must be purchased from defense reserves unless otherwise stated by the SAO. (**NOTE:** With the convenience of several alternatives for R-12 and availability of the industry standard, R-134a, requests for SAO approvals will most likely be disapproved.) Service facilities will comply with all federal and state mandates for servicing and maintaining MVAC systems, which includes alternative refrigerants and blends.

1.29.1.3. During annual inspections, all vehicle maintenance units will conduct annual emission inspections to ensure all vehicles used by Air Force personnel comply with manufacturer Federal and state (whichever is applicable) emission standards. Record and maintain results of vehicle emission tests in the permanent section of the vehicle historical record until rescinded through replacement by a current test. Documentation will reflect the status of the vehicle emission system (pass or fail) to include work order number and date the test was performed. Compliance with state requirements takes precedence when they are more stringent than Federal standards.

1.29.2.1. Due to AETC/CC concerns on the use of retreaded tires on passenger-carrying vehicles, vehicle maintenance flights will not install retreaded (P-series) tires on passenger-carrying vehicles that are expected to operate off base (Air Force owned and leased). (Passenger-carrying vehicles are sedans, station wagons, carryalls, pickups, suburbans, panel vans, and other types of small vehicles.) Vehicles using other than P-series tires are not affected by this policy.

1.29.2.1.1. (Added) Vehicle maintenance will continue to meet the intent of public law and T.O. 36-1-191 and continue to retread tires to the maximum extent possible.

1.29.2.1.2. (Added) Add the following inspection item to local scheduled maintenance checklists for all vehicle categories: "Inspect condition of retreaded tires and replace retreaded tires on passenger-carrying vehicles (P-series)." This inspection will also be applicable to acceptance of newly assigned vehicles, vehicles returning from TDY, etc.

1.31.3. The using organization is responsible for replacing equipment and special tools lost, worn, or damaged beyond economical repair due to loss, abuse, or negligence.

1.38.7. Authority to exceed one-time repair limits may be delegated to the VMM or VMS. Do not perform major repairs on excess or code 048 vehicles without HQ AETC/LGTV approval.

1.39.43. (Added) Strictly enforce proper marking and stenciling standards as directed in T.O. 36-1-191. Air Force vehicles owned or leased will not be striped or marked with additional markings, slogans, logos, or advertisements, nor will they deviate from T.O. standards. Obtain written approval by HQ AETC/LGTV and WR-ALC/LESV before applying markings beyond those stated in T.O. 36-1-191.

**NOTE:** Proper markings on Air Force vehicles will be identified to the AETC Inspector General as an item of staff interest. Units marking vehicles without proper approval are in direct violation of Air Force policy.

1.45. Contractor-operated vehicle maintenance functions must meet all requirements of the PWS. Contractors have the same responsibility to maintain OLVIMS reporting integrity as do in-house operations. This responsibility includes, but is not limited to, the accurate documentation of labor hours, labor costs, parts cost, VIC reporting, delayed backlog hours, and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from OLVIMS data collection and reporting procedures require written approval from HQ AETC/LGTV.

2.2.22. Report time compliance technical order (TCTO), service bulletin (SB), and vehicle recall (VR) compliance according to procedures in **Attachment 11 (Added)**.

2.2.25.2. Process International Merchant Purchase Authorization Card (IMPAC) transactions through OLVIMS daily.

2.2.25.3. The VMM or VMS will take an active role to ensure the Tunner 60K file arrives at WR-ALC/LEL by the fifth duty day of each month. Main support units will report Tunner 60K data for each of their assigned sites. (For example, Lackland AFB reports data for Port Hueneme.)

2.2.27.1. Send the quarterly [site code] RAQ6T.DA1 file to arrive at HQ AETC/LGTV by the 12th workday, but no later than the 17th day, of the month following the end of the quarter.

2.2.29. (Added) Daily review all transaction listings and correct any input errors.

2.2.30. (Added) Monthly reconcile cost data in OLVIMS to the general accounting and finance system.

2.2.31. (Added) Semiannually verify the accuracy of force activity designator (FAD) codes for the assigned vehicle fleet.

2.2.32. (Added) Ensure spare keys are available for each vehicle in the fleet. Store keys in a central location or permanent section of vehicle historical record.

2.2.33. (Added) Accomplish weekly yard checks at intervals established by the VMM or VMS.

2.2.34. (Added) Maintain a current listing of compressed natural gas (CNG) cylinder tank serial numbers for all CNG vehicles. All CNG components such as tanks, lines, and computer modules, will not be cannibalized onto vehicles down for maintenance (VDM) or VDP for these components. Properly dispose of cylinder tanks damaged as a result of a vehicle accident or abuse according to Federal and state laws and guidance listed in National Fire Protection Association (NFPA) 52 (available at <http://www.nfpa.org>). Inspect all CNG tanks annually during annual maintenance according to the most recent Compressed Gas Association (CGA) publications (C-6, C-6.1, and C-6.2) guidelines (available at <http://www.cganet.com>). Maintenance Control and Analysis (MCA) will maintain EPA certificates of conformity in the historical section of the vehicle record jacket for each vehicle converted to CNG.

2.4. MCA will initiate LTIs using the OLVIMS automated LTI function and forward upon completion to Fleet Management via e-mail or floppy disk. Signature blocks will contain the words "ORIGINAL SIGNED" above the signature element unless units have the capability to scan signatures to documents. Fleet Management will forward documents to HQ AETC/LGTV via e-mail or other electronic means upon completion of unit review.

2.6. AETC goal for delayed maintenance is 35 hours per 100 vehicle equivalents. Vehicle equivalents will be based on all registered and nonregistered vehicles or equipment for which transportation has maintenance responsibility. To compute, take the total number of delayed maintenance hours accumulated for these vehicles and subtract the hours in delayed maintenance codes B, D, E, and G.

2.13. HQ AETC/LGTV will release information concerning the TCTO, SB, and VR to all units by message, letter, or e-mail. Base-level units will consolidate and report the status of TCTOs, SBs, and VRs to arrive at HQ AETC/LGTV no later than the 15th day of each month via e-mail, letter, or by fax. See **Attachment 11 (Added)** for report format and procedures.

2.17.1. HQ AETC tracks vehicle metrics to measure the support Vehicle Maintenance provides its customers. Specific goals are as follows: Fire Truck VIC – 90 percent; 463L Equipment VIC – 88 percent (pertains only to Altus, Keesler, Luke, and Tyndall AFBs); Total Fleet VIC – 90 percent (does not include nonregistered vehicles or equipment); and 24-Hour Turn Time – 60 percent.

**NOTE:** Fire Truck, 24-Hour Turn Time, 463L Equipment VIC, and Total Fleet VIC rates are briefed quarterly to the AETC Commander. Therefore, this data is required at HQ AETC/LGTV on or before the 9th day of each month or the Friday preceding if the 9th day falls on a weekend or holiday. If data is taken directly from the PCN 115 without adjustments, VIC reporting is not required. Contracted vehicle maintenance VIC goals are established in the PWS or requirements summary (RS) of the respective contract. In this case, the contract VIC goals take precedence. However, quality assurance evaluators or appropriate authorities will initiate corrective action to ensure contracted vehicle maintenance VIC goals are equal to or greater than AETC goals. This action will be in place no later than 6 months from date of discovery.

2.22. Certain analysis is done at command level for HQ AETC/LG and AETC/CC briefings. OLVIMS-generated files [site code] SB004-023.PRN, [site code] SB004-032, and [site code] SB004-115.PRN are required at HQ AETC/LGTV on a monthly basis to support this analysis.

3.20. With the complete turnover from contractor operator parts store (COPARS) to IMPAC purchases throughout AETC and repetitive visits to automotive parts vendors, VMMs should track and record all warranties to the maximum extent possible on parts costing less than \$100.

5.3.7. Annual in-resident training requirements will be accomplished upon notification from HQ USAF/DPP to the MAJCOM. All units will submit requirements according to directions given by HQ AETC/DPSET.

5.4.2.1. Submit all annual training requests and out-of-cycle requests on AF Form 3933, **MAJCOM Mission Training Request**, to base-level training managers for forwarding to HQ AETC/LGTV. Submit training requests for contractor personnel according to contract PWSs and education and training course announcements (ETCA) procedures. (Procedures can be found at <http://hq2af.keesler.af.mil/etca.htm>.)

5.12. AETC 24-304, *Certified Technician Program*, provides guidance on establishing a certified technician program. This program is a valuable tool to instill individual pride and recognize our valuable technicians. Maintenance managers and flight supervisors must take an active role to ensure its success.

**NOTE:** This does not apply to contracted vehicle maintenance functions.

6.6. Retain vehicle and equipment work orders and commercial parts invoices used at contractor-operated vehicle maintenance activities in accordance with this chapter and AFMAN 37-139 for the duration of the contract.

**Table 6.1.**

Rule 1, Column D. Vehicle and equipment work orders and commercial parts invoices are used at contractor-operated vehicle maintenance activities as supporting documentation for the contract. Therefore, it is necessary to retain these documents throughout the duration of the contract. Retain subject documents in the transitory portion of the Vehicle Historical Records Jacket for analysis purposes for 12 months. Upon removing the work orders and material source documents from the transitory portion of the Vehicle Historical Records Jacket, file them in chronological order in a separate file.

6.12.1. On the first day of each week the vehicle is used, document the operator's inspection of the vehicle (other than fire trucks, refuelers, and 463L equipment), on the appropriate form of those listed in paragraph 6.12.2. This inspection frequency may be increased according to requirements in the vehicle's operations manual, PWS, or because of multiple shifts or local driving conditions.

6.12.3. (Added) Vehicle maintenance will actively publicize through available base media, newsletters, orientations, etc, the importance of base units monitoring proper tire pressures and visually monitoring tire conditions (low inflation, cuts, low tread). Proper tire inflation on both new and retreaded tires is the single most important factor of the tires' overall performance and reliability. Under-inflation is the worst enemy for passenger and truck tires. The primary reason for tire blowouts, both new and retreaded, can be traced back to improper air pressure (under-inflation).

6.17.3.3. Procedures for all waived (code W) items and repairs are as follows:

6.17.3.3.1. Use an additional Operator's Inspection Guide and Trouble Report Form (see paragraph 6.12). Retain this form with the current monthly form when the vehicle is turned in for repairs.

6.17.3.3.2. The VMM, VMS, or qualified representative will approve all waived items. At contract vehicle maintenance facilities, the FAC or QAE is the approving authority.

6.17.3.3.3. Vehicle maintenance will update items noted on the permanent waiver form (for example, deteriorated to the point it must be repaired) as required during annual inspection or when no longer legible.

6.17.3.3.4. Waivers may also be used on minor discrepancies for identification purposes *only*. Do not use a permanent waiver (for example, painted body surfaces, glass, etc.) to identify discrepancies because they could deteriorate and require repair at a later date.

6.17.3.3.5. A computer-based software program is also authorized for waiver control (preferred method). The complete list of waived items for the entire fleet, by registration number, may be retained in the program. However, Customer Service Center personnel must ensure waivers are reviewed and updated when vehicles are turned in for scheduled/unscheduled maintenance.

6.31. Use of AF Form 1829, **Refueling Equipment Inspection Data Record**, is optional. If not used, document meter calibrations, and fuel strainer and filter changes on AF Form 1828, **Vehicle Historical Records**, via the completed work order.

6.33. Use of AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is optional. If not used, document hose installations and hydrostatic hose testing in the vehicle's historical record via the completed work order.

7.9. When AETC personnel deploy to combat commands during contingencies, follow host command directives for repairs exceeding local capability.

7.22.1. Place vehicles in a safe and serviceable condition prior to deployment. When more than one vehicle of a type is assigned, choose the best for deployment. Verify the vehicle is mechanically reliable to operate in austere conditions for extended periods of time.

7.22.2. Each base will develop temporary mission support kits (TMSK) to support each vehicle identified as deployable. TMSKs may be filled using available bench stock items or filled by procurement through local vendors when vehicles are identified for deployment. When developing TMSKs, consider vehicle design (commercial, tactical, or special purpose) and immediate availability of parts.

**Attachment 1, References.** The following references are added:

AETCI 24-301, *Top Wheels and Vehicle Repainting Program*

AETCI 24-304, *Certified Technician (CT) Program*

AFI 24-302/AETC Sup 1, *Vehicle Maintenance Management*

AFOSH STD 91-56/AETC Sup 1, *Fire Protection and Prevention*

AFOSH STD 91-66/AETC Sup 1, *General Industrial Operations*

**Attachment 1, Abbreviations and Acronyms.** The following abbreviations and acronyms are added:

**ANG**—Air National Guard

**CARS**—Consolidated Analysis and Reporting System

**CNG**—compressed natural gas

**COPARS**—contractor operated parts store

**DREAMS**—Deficiency Report and Mail System

**EPA**—Environmental Protection Agency

**ETCA**—education and training course announcement

**MCA**—maintenance control and analysis

**NCOIC**—noncommissioned officer in charge

**ODS**—ozone depleting substance

**PWS**—performance work statement

**REMS**—Registered Equipment Management System

**RS**—requirements summary

**SAO**—senior acquisition official

**SB**—service bulletin

**TMSK**—temporary mission support kit

**USAFR**—US Air Force Reserve

**VDM**—vehicle down for maintenance

**VDP**—vehicle deadlined for parts



**VMM**—vehicle maintenance manager

**VR**—vehicle recall

### Attachment 11 (Added)

## TIME COMPLIANCE TECHNICAL ORDER (TCTO), SERVICE BULLETIN (SB), AND VEHICLE RECALL (VR) NOTIFICATION COMPLIANCE, MONITORING, AND REPORTING PROCEDURES

### A11.1. Procedures for TCTOs and/or SBs:

**A11.1.1.** On release of any TCTO or SB, Warner Robins Air Logistics Center (WR-ALC)/LESV should notify all MAJCOMs in advance. In turn, HQ AETC/LGTV will forward information concerning TCTOs or SBs to all affected units by message, memorandum, or e-mail. Information released will include the following:

A11.1.1.1. Category (Immediate Action, Urgent Action, etc.).

A11.1.1.2. Publication date.

A11.1.1.3. Rescission date (where applicable).

A11.1.1.4. National stock number (NSN) and vehicle registration numbers of all affected vehicles.

A11.1.1.5. Supplier information (for example, kit provided, action accomplished by locally manufactured items, etc.).

A11.1.1.6. A copy of the TCTO or SB.

A11.1.1.7. Point of contact information for further clarification and compliance reporting.

**A11.1.2.** Base-level units will consolidate and report status of TCTOs and SBs to arrive at HQ AETC/LGTV no later than the 15th day of each month. Report status via e-mail, memorandum, or by fax. Use the following format when reporting:

TCTO/SB #	Vehicle Reg #	Work Order #	Date Completed/Status
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**NOTE:** If the TCTO or SB is not complete, provide status (for example, awaiting kit, parts, or scheduling vehicle into shop). Once vehicle is reported as complete, no further reporting is required.

**A11.1.3.** HQ AETC/LGTV will update the Consolidated Analysis and Reporting System (CARS) using reports provided by unit-level personnel. In addition, HQ AETC/LGTV will track noncompliance and send reminders for compliance to respective base-level units. Noncompliance tracking will be accomplished using a spreadsheet containing the TCTO number, vehicle registration number, status, and base. There will be a separate spreadsheet for SBs. Both will be e-mailed quarterly to each base-level unit. Units will provide status no later than 10 duty days following receipt of noncompliance report.

### A11.2. Vehicle Recalls:

**A11.2.1.** Vehicle recalls are typically demanded by the Department of Transportation's National Highway and Traffic Safety Administration and ultimately reported by vehicle and equipment manufacturers to the equipment specialist at WR-ALC/LE. When VR information is received, WR-ALC/LESV will distribute to all affected commands. (Bases may receive VR notification directly from General Services Administration (GSA) or from the vehicle manufacturer.) HQ AETC/LGTV will release information concerning the recall to affected bases. The information should include:

A11.2.1.1. Recall number, urgency, and release date.

A11.2.1.2. Original equipment manufacture (OEM) notification and dealer "action" card/certification.

A11.2.1.3. NSN and/or vehicle registration number of affected vehicles.

A11.2.1.4. Manufacturer or supplier information.

A11.2.1.5. Point of contact information for further clarification and compliance reporting.

**A11.2.2.** Base-level units will report recalls in the same manner as TCTOs and SBs. Units can consolidate this information with their TCTO and SB report to arrive at HQ AETC/LGTV no later than the 15th day of each month. Compliance will be tracked in the same manner, using a spreadsheet to show recall number, release date, vehicle registration number, and compliance date. Noncompliance report of recalls will be sent quarterly to each affected base.

DOUGLAS C. BECKWITH, Colonel, USAF  
Deputy Director of Logistics